

QUICK REFERENCE GUIDE TO DEVELOPING DEPARTMENTAL PUBLICATIONS

Part 1--Before You Start

☞ **Research**--Ask your organization's Customer Account Representative (CAR) if copies of AFI 37-160, volumes 1, 5, and 8, are in your organizational publication library. These publications are in the volumes of documents called *The Air Force Publications and Forms Management Programs*. Volume 1 is *Developing and Processing Publications*, volume 5 is *Guide for Proponents of Air Force Publications*, and volume 8 is *Developing and Processing Forms*. If they are not, ask the CAR to put your organization on requirements for them, as well as requisition them. If they are in your library, check them out and read them. These three publications form the foundation to developing and processing publications and forms within the Air Force.

☞ **Planning Your Publication**--Start by gathering all the materials you need for your publication. This includes copy, illustrations, figures, and photographs. Determine your audience and type of publication (directive or nondirective). Also, determine the kind of publication, meaning instruction, catalog, handbook, etc. (AFI 37-160, volume 1, paragraphs 2.10 and 2.11).

☞ **Tools**--The tools you'll need are a personal computer (with output printer) that has Microsoft Word for Windows® (preferably Version 6.0, or if not available, Version 2.0) and Microsoft PowerPoint for Windows® (Version 3.0) installed. No other software is acceptable at the present time.

Part 2--Minimum Standards

☞ **Coordination**--AFI 37-160, volume 1, tables 3.1 and 3.2, lists the coordination an author must get before SAF/AAIP can publish the document. Each *new* publication (not a revision) must be coordinated with all applicable activities. SAF/AAIQ (records management, FOIA, Privacy Act, Federal Register, and RCS) is mandatory for all new publications. In addition, the following coordinators are also most likely needed on all publications: AF/XOXD (terms), SAF/AAIPSF (forms), SAF/AAIPSP (DoD publications), SAF/GC and AF/JA

(legal), AF/RE (Reserve affairs), and NGB/CF (National Guard matters). **Note:** Coordination by AF/RE and NGB/CF is by exception only so these offices, not the OPR, determine applicability to their functions. Therefore, these offices will provide wording for the "purpose" paragraph that the publication applies or not to their activities. Coordinate revised material only if the material has changed, otherwise, the original coordination stands.

☞ **Forms**--On the AF Form 673, list all forms prescribed in the superseded publication and show current status. Do not illustrate blank or filled-in forms in the publication. Cite all forms that the publication *prescribes* (not adopts) in the last paragraph of the body. If a form is complicated, use an attachment to describe the needs that you as an OPR have. Not every block on the form will need instructions.

☞ **References**--Cite publications according to the style shown in AFI 37-160, volume 1, attachment 4. Help your readers by citing the *correct* reference. The "purpose" paragraph always cites the antecedent publication under which it is being published. The first time you cite a reference, include its full title, that is, AFI 37-120, *Federal Register*. Italicize the publication's title. Thereafter, merely cite the type and number--AFI 37-120. When you cite forms for the first time, also include their titles in bold type. For instance, AF Form 673, **Request to Issue Publication**. Thereafter, merely cite the form number.

☞ **Revisions**--We don't do page changes anymore--only total revisions. Indicate revised material throughout the publication by a ★. The last sentence of the "purpose" paragraph should say: "A ★ indicates revisions from the previous edition." When you subsequently update the publication, show stars only for new material (AFI 37-160, volume 1, paragraphs 3.26 and 3.27).

☞ **Format & Style of Language**--

- Prepare your draft in broad measure--we'll compose it in dual-column format.
- Make all attachments broad measure; that is, not in dual-column format. We will only compose in dual-column when it is narrative text.
- Use plain English. Don't clutter the publication with stilted, awkward, bureaucratic language. To help you, read the list of *Simpler Words and Phrases* that appears as attachment 6 to AFI 37-160, volume 5. Remember, while you as the author may know what you intend to say, there are hundreds of people who need to execute the tasks which the publication directs. Do they know what you mean?

☞ **Authentication**--Include on the last page of the body (before the attachments) the name and title of your two-letter signatory, regardless of publication type.

☞ **Attachments**--Every departmental publication will have at least one attachment--the *Glossary of References, Abbreviations, Acronyms, and Terms*. Put every publication reference in this attachment, all of the abbreviations and acronyms used, and, if appropriate, an explanation of terms used. If you use a

subject index, it will always be the last attachment. Put in sequence in between the first and last attachments those items that need fuller explanation. *Always* cite each attachment in numerical sequence in the text.

Part 3--Finishing the Job

☞ **Diskette and Paper Manuscript Requirements**--Send your diskettes to us formatted as Microsoft Word for Windows® (preferably Version 6.0, or if not available, Version 2.0), and stored on a 3½-inch MS-DOS formatted diskette. If there are graphics in the publication, they must be formatted in Microsoft PowerPoint for Windows® (Version 3.0) stored and integrated into the text on the same diskette. Placement of graphics in the draft determines how they will appear in the composed document. Finally, send us one double-spaced, broad measure paper copy of the material on the diskette.

☞ **Joint Departmental Publications (JDP)**--If your office is the OPR for a JDP for which the AF is the executive agent, be sure you include:

- Names, dates, and telephone numbers of your counterparts in the other Military Departments and DoD agencies (e.g., Defense Logistics Agency), before sending it to SAF/AAIP.
- Publication numbers of the other Departments and Agencies, and the names and titles of their authenticating officials.

☞ If you are the OPR for a JDP for which another Military Department or Agency is executive agent, as soon as you become aware the publication is being revised or changed, be sure to prepare an AF Form 673, join it with the most current draft of the publication, coordinate the package with the activities cited in part 2, above, and send it to SAF/AAIP.

☞ If you are the OPR of a JDP (regardless of whether you are the executive agent) and decide to rescind it, tell SAF/AAIP and the other Military Departments or Agencies of your intent.

☞ **The Final Package**--

- This package consist of three things: AF Form 673, diskette, and paper manuscript.
- When you have obtained all the needed coordination, and have made the corrections that coordinators requested, then you must get the package ready to send to SAF/AAIP so we can publish your document. If the publication is classified, follow the mandates of DoD 5200.1-PH, *Guide to Marking Classified Documents*, and DoD 5200.1-R, *Information Security Program Regulation* (formerly AFR 205-1). Prepare a consolidated AF Form 673 which lists all the names, functional address symbols, telephone numbers, and dates of all your coordinators. List all forms that the publication prescribes--not adopts. Complete blocks 1 through 15, section I. As your last task, get the needed certification and approval of the publication (blocks 17 through 22).
- You will also need to send a functional statement to SAF/AAIPDQ so we can put the information into the *Air Force Publishing Bulletin*. That tells potential

customers that they need to order the product (see AFI 37-160, volume 1, paragraph 3.30.1).

- Major commands, field operating agencies, and direct reporting units, can be the OPR for departmental publications, and can certify at that level; however, all departmental publications--whether directive or nondirective--must be approved by the functional counterpart at HQ USAF.

Part 4--Electronic Do's and Don'ts


Do--

- Format file in 10-point Times New Roman, and italicize and bold where needed.
- Double-space your file (paper and electronic) and single column--not right justified.
- Put table titles outside and on top of tables--not in the table. Also, put figure titles at the top of the figure. This is a change from the way figure titles used to be shown.

Don't--

- Use space-bar spacing in tabular material--only tabs.
- Provide us graphics that have to be scanned--they take exorbitant amounts of memory. If scanned, try to use TIFF (CCITT Group 4 compression).
- Use bullets from the Symbol chart--use only the bullet button on the toolbar. Put all bullets flush left--not indented (note this example).
- Forget in your list of prescribed forms to put in the number of the paragraph in which you prescribe a form. Otherwise, it will appear blank in the published document. This is an OPR responsibility.

Part 5--How You Can Reach Us

 If you have a problem with a publication that you can't resolve by referring to AFI 37-160, volumes 1, 5, and 8, please contact our Publications and Forms Management Branch directly. You can reach us by:

Telephone DSN 297-4557 or 1-202-767-4557
Facsimile DSN 297-4676 or 1-202-767-4676
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